

Minutes of the Finance Committee

Wednesday, September 17, 2008

Chair Haukohl called the meeting to order at 8:31 a.m.

Present: Supervisors Pat Haukohl (Chair), Bill Zaborowski, Pamela Meyer, Jean Tortomasi, and Steve Wimmer. Jim Heinrich arrived at 8:34 a.m. Tortomasi left the meeting at 11:20 a.m.

Absent: Rob Hutton.

Also Present: Chief of Staff Mark Mader, Emergency Preparedness Director Rich Tuma, Senior Financial Analyst Lyndsay Johnson, Emergency Management Coordinator Bill Stolte, Deputy Inspector Eric Severson, Business Manager Tom Koth, Chief of Staff Allison Bussler, Senior Financial Analyst Bill Duckwitz, UW-Extension Director Marcia Jante, Budget Manager Keith Swartz, Collections & Business Services Manager Sean Sander, Senior Financial Analyst Linda Hein, Public Works Director Rich Bolte, Business Manager Betsy Crosswaite, Administration Director Norm Cummings, Accounting Services Manager Larry Dahl, Information Systems Manager Mike Biagioli, Budget Specialist Linda Witkowski, Clerk of Circuit Courts Carolyn Evenson, District Court Administrator Mike Neimon, Chief Judge J. Mac Davis, Architectural Services Manager Dennis Cerreta, Engineering Services Manager Gary Evans, Parks System Manager Duane Grimm, Health & Human Services Director Peter Schuler, Long Term Care Manager Jack Bodien, Administrative Services Manager Russ Kutz, Senior Financial Analyst Clara Daniels, Corporation Counsel Tom Farley, and Risk/Purchasing Manager Laura Stauffer. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of September 3

MOTION: Tortomasi moved, second by Wimmer to approve the minutes of September 3. Motion carried 5-0.

Schedule Next Meeting Dates

October 8, 9, 15, 22, 23, and 27.

Heinrich arrived at 8:34 a.m.

Chair's Executive Committee Report of September 15

Haukohl advised the Executive Committee reviewed capital projects and will continue discussions tomorrow and on October 6. She encouraged committee members to attend the October 6 meeting (final review and voting) if they have concerns or commentary on any of the capital projects. The committee also approved ordinance 163-O-046 entitled "Repeal and Recreate Waukesha County Code of Ordinances, Section 7-15 to Update Bidding Amount Minimums."

Review Correspondence

Copies of the Finance Committee agendas for October were distributed as well as "Guidelines for Finance Committee Budget Review – 2009 Operating Budget."

Announcements

Haukohl said the budget review packets, to aid supervisors with the budget process, will be distributed soon.

Mader advised that the Finance Committee meeting of November 5 will be a very important meeting as the committee will vote on the budget at that time. Haukohl added that final supervisor amendments will also be heard on that day.

Mader said any supervisor wanting to amend the budget should take that up at their committees. Ideally, the standing committee should vote on the amendment so we know if they support it. It is also important that a full analysis is done on the amendment before it gets to the County Board floor. This process applies to the operating budget and the capital plan.

Mader noted that the November 12 County Board meeting will start at 9:00 a.m. and it falls on a Wednesday. The County Board will vote on the budget at this meeting.

Ordinance 163-O-040: Accept Homeland Security –Exercising Program Funding And Modify The Emergency Preparedness 2008 Budget To Appropriate Grant Revenues And Expenditures

Stolte said they are required annually to conduct exercises and test portions of their emergency plan. They are allowed to apply for grant funds to help offset costs for overtime and other costs associated with these exercises and tests. He noted that \$14,314 of the grant will be used for overtime and backfill and the balance of \$1,750 will be used for drill and exercise supplies. Mader thought this was a routine grant whereby Stolte concurred and said it can be applied for each year.

MOTION: Tortomasi moved, second by Wimmer to approve Ordinance 163-O-040. Motion carried 6-0.

Ordinance 163-O-038: Amend Waukesha County Code Of Ordinances To Add Disorderly Conduct With A Motor Vehicle

Severson said it came to their attention that some other counties have a statute for disorderly conduct with a motor vehicle. There are currently some gray-area motor vehicle operations that are dangerous, disorderly, unnecessary, or unreasonable. This ordinance will give law enforcement tools to enforce some of those actions whereby Severson gave examples. Included in the proposed 2009 Sheriff's Department budget is \$34,000 in revenue (based on approximately 280 citations estimated to be written at \$125 per citation).

Mader said the issue did come up with the Clerk of Courts losing these revenues. This occurred last year with a different ordinance as well. Koth said, unfortunately, it would be very difficult for the Clerk of Courts Office to track these through the CCAP system which he explained further. However, the Sheriff's Department can track these through their office for those citations that are paid in full. A transfer will then be made from the Clerk of Courts to the Sheriff's Department at year-end and Clerk of Courts staff is in agreement with this process.

Haukohl was concerned that this be used as an enforcement tool and not for revenue raising purposes such as speed traps. Severson confirmed this will be used as an enforcement tool. Meyer

felt this law was too vague. Wimmer said he would vote for it today but would like more information on specifics so he can compare it to others.

MOTION: Tortomasi moved, second by Heinrich to approve Ordinance 163O- 038. Motion carried 5-1. Meyer voted no.

Ordinance 163-O-041: Expenditure Of Seized Funds Amend 2008 Sheriff's Department Budget Multiple Expenditure Requests

Severson said they are requesting an expenditure of seized asset forfeitures, not to exceed \$67,810, to appropriate items requested by the department outside their budget. This is standard procedure and a routine ordinance.

Severson said \$18,000 would be used to purchase two snowmobiles (currently the department owns none), primarily due to problems they encountered during last year's extreme snowfalls. Prior to last winter, the department was seriously considering eliminating the snowmobiles altogether. They would be used in emergency situations and to patrol snowmobile trails. Severson said they would not be used often but the Sheriff feels the public expects them to be prepared and able to respond in emergency situations. Heinrich asked why they couldn't be leased like last year. Severson referred to an emergency instance last year where a snowmobile would have benefited the situation. However, this occurred after the lease expired and the department no longer had the snowmobiles. Severson noted that a certain number of citations must be written in order to be reimbursed for the lease by the state.

Meyer asked about the cameras. Severson said these are surveillance cameras for the jail, some of which are replacements although they are upgrades. The remaining cameras are being placed in areas of the jail that don't currently have coverage.

To answer Meyer's question, Koth said the balance in this fund is around \$200,000.

MOTION: Heinrich moved, second by Wimmer to approve Ordinance 163-O-041. Motion carried 6-0.

Ordinance 163-O-039: Modify Waukesha County University Of Wisconsin Extension Office 2008 Budget To Appropriate Revenues From Horticulture Classes, Workshops, Publication Sales And From Other Reimbursements

Jante said this ordinance involves appropriating \$27,385 in additional 2008 revenues from horticulture classes, workshops, publication sales, and reimbursements and other revenues for postage (an allocation from the federal government), office materials and supplies, and computer maintenance.

MOTION: Wimmer moved, second by Heinrich to approve Ordinance 163-O-039. Motion carried 6-0.

Six Month Report on Proprietary Funds

Sander and Hein gave a six-month update on the County's various enterprise and internal service funds. Those funds that showed a net income loss were the Naga-Waukee Golf Course (-\$21,250);

Wanaki Golf Course (-\$155,694); Moor Downs Golf Course (-\$122,574); Naga-Waukeee Ice Arena (-\$30,242); Eble Park Ice Arena (-\$7,697); Airport (-\$25,142); Vehicle/Equipment Replacement (-\$73,855); and Risk Management/Worker's Compensation (-\$324,200). Those funds that showed a net income were Materials Recycling (\$1,484,933); Central Fleet (\$51,378); Radio Services (\$583,260); Records Management (\$69,632); Communications (\$77,377); Collections (\$141,706); and End User Technology (\$39,831).

Review the Following Capital Projects

Item 1 - Courthouse Lobby Modifications

Bolte said they are recommending this project be delayed due to a \$3 million price tag from the architectural firm. They will look at other options to accomplish some of the same goals and Cerreta has some ideas. Some work will be done in-house in 2009 (funds will budgeted for this) and funds will be in the 2010 for building purposes. Cerreta explained an architectural plan for the lobby area to which Bolte said this is a work in progress. Evenson said a thorough analysis needs to be done for the Civil Division and the Pro Se area to ensure they are not adversely impacted by any of these lobby modifications.

Item 2 - Courts Project Secured Corridor

Bolte said Cerreta has come up with a plan to transport inmates to and from court without having to use the public hallways. Bolte noted it is not a perfect plan but all involved staff believe the majority of inmates will be removed from the public hallways. Cerreta distributed architectural plans for the secured jail/courthouse connector whereby he discussed same. Davis spoke in support of the connector even though he agreed that it doesn't solve all the problems. The option of turning the County Board Room into another court room in the future was discussed briefly. The County Board Room will be adjacent to the corridor.

Tortomasi left the meeting at 11:20 a.m.

Item 3 - Courthouse Future Study

Bolte said this is a big project, in the \$20 million range, and involves moving staff elsewhere so work can be done. Administration wants to keep this building in service for court purposes into the foreseeable future. It is a structurally sound building and the purpose of the building is still consistent with what we're using it for. However, some believe a new courthouse would be best as a more prudent investment. Bolte said keeping a vision in front of a constantly changing group of people is difficult. Each time new County Board members come on, changes are likely as opinions differ. The Courthouse Future Study, scheduled for 2012, would answer this question and Bolte feels this is a very important study. Cummings discussed the reasons for the delay. Copies of "DPW Long Range Facility Plan" were distributed. Davis agreed the building is structurally sound but he felt there was a lot of wasted space. He said we need to decide if reworking this building is worth it. Davis believes the study should be done right away.

Item 46 - Update & Integrate Courtroom Technology

Biagioli said this is primarily a courts project; it is a vision and product of the courts. Evenson said they want to implement new technologies and make sure they work the way they want them to work. A consultant will be hired to develop appropriate technological advances specific to courtrooms. They are proposing to do some design in 2009 and gradually develop the technologies

in the courtrooms over time. There is a sound basis to increase the use of video conferencing and have it available in each courtroom.

Item 49 - CAD Replacement

Biagioli said due to ongoing problems with the current vendor and their CAD system, we contracted with an outside vendor, Public Safety Consultants, Inc., to conduct a study and give us ball park figures as to what a new CAD geo-based system would cost for the dispatch function. Nine vendors submitted proposals which ranged from \$1.2 million to \$2.5 million. The total amount being budgeted is \$2.65 million to cover incidentals and to ensure we can afford any solution that is chosen. The chosen vendor will be responsible for maintaining the interfaces and not the County.

Item 50 - Asset Management Conversion & Item 51 - Asset Management System

Haukohl noted that item 50 is being deleted and combined with Item 51. Biagioli said they were able to find at least two packages that encompass three software packages and three vendors into one. Evans and Grimm explained how the system would work in their departments. Biagioli said they want to move forward and get an RFP in place and see what is out there and make sure they come up with a unified project with the appropriate cost, like we did for cashiering. If we determine that this won't work, we do have the ability to treat the Highway system differently than the Parks & Land Use and Facilities systems. Biagioli advised we at least want to make the effort to try and find one package that will reduce the overall cost of maintenance to the County for these three different systems. Cummings noted this is the future for major savings on systems – by finding common elements.

Item 54 - Time and Attendance System

Dahl said the current system by Ceridian collects time and attendance data to process payroll. It has been a poor reporting tool and there have been other concerns which Dahl and Cummings explained further. Also, the current system is near the end of its life. Cummings said more efficient and effective systems are out there and we need to do an RFP. A consultant who worked with Milwaukee County, who experienced problems as well, has informed us of ways we can make things more efficient here.

Item 55 - E-Document Management & Archival

Biagioli said this project will allow us to manage all our documents countywide in an orderly fashion. Cummings said we need a system such as this due to potential liability and open records requests.

The committee recessed at 12:50 and reconvened at 1:27 p.m.

Ordinance 163-O-037: Approve The Concept Advanced By Dodge County For Establishing A Non-Stock Corporation

Bodien said they are asking permission to establish a non-stock corporation and collaborate with six other counties for using Clearview as a placement site for county clients. Waukesha County currently has 25 clients at Clearview, a facility for clients with extreme behavior or medical needs. Bodien advised that Clearview in Dodge County is the closest facility to Waukesha County and they do a great job with our clients. Currently we don't pay Clearview anything because they accept Title 19. However, Title 19 payments have remained steady and Clearview is now experiencing a

deficit equal to \$50 per day, per client. Staff are proposing that we pay the difference for our clients.

The \$456,000 funding is a combination of tax levy and fund balance. Kutz said of that \$456,000, \$230,000 is general fund balance and the remaining funds will come from their budget. Bodien said they will have to come up with a solution once the funds are gone. The department will also pay \$5,000 to Dodge County in 2008, to be used by the non-stock corporation to pay for costs associated with maintenance and operation of the corporation for the foreseeable future.

Mader said it would cost \$1.2 million more if we didn't go ahead with this. This is the net difference we need to provide to this institution to keep our at-risk population there versus if we brought them back and tried to provide our own means of care.

Mader advised Supervisor Paulson will likely move to amend this ordinance at Executive Committee tomorrow to basically state that the by-laws would come back to the County Board for approval. Paulson would like the County Board to have some say in the representation.

MOTION: Heinrich moved, second by Zaborowski to approve Ordinance 163-O-037. Motion carried 5-0.

Closed Session

MOTION: Heinrich moved, second by Wimmer to go into closed session at 1:42 p.m. pursuant to State Statute 19.85 (1)(g) regarding strategy with respect to litigation the County is involved in: John Schneider vs. Waukesha County and Waukesha County vs. Nationwide Insurance. Motion carried 5-0.

MOTION: Heinrich moved, second by Wimmer to return to open session at 2:19 p.m. Motion carried 5-0.

MOTION: Heinrich moved, second by Wimmer to adjourn at 2:19 p.m. Motion carried 5-0.

Respectfully submitted,

Approved on:_____

Pamela Meyer
Secretary